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82-2177

2 September 1982

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FILE: ~~82-2177~~ 100-17

MEMORANDUM FOR: Deputy Director for Administration

VIA: Acting Inspector General *AL*FROM:   
Chief, Audit Staff

STAT

SUBJECT: Audit of Office of the Deputy Director  
for Administration

1. The Audit Staff has scheduled an audit of the Office of the Deputy Director for Administration covering the period 1 December 1980 to 31 August 1982. The audit will include a review of administrative controls and procedures and a review of financial and logistical transactions.

2. The audit is planned to begin about 13 September 1982 and should be completed by 22 September 1982. Mrs. Linda Hamby will conduct the audit. We will request an initial meeting with you or your representative to discuss the audit and to identify those areas where you feel our audit effort may be most beneficial.

3. Please indicate your concurrence by signing and returning the original of this memorandum.

CONCUR:

STAT

  
Deputy Director for Administration

8 SEP 1982

Date

STAT

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